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19 July 1956

MEMORANDUM FOR THE RECORD:

SUBJECT: Reports Management Activity, Fiscal Year 1956

I. GENERAL

1. Reports management activity was undertaken in each of three Major Components of headquarters. As a result, the total annual reporting workload of headquarters was reduced by 6,670 man hours, and substantial benefits stemmed from the improved quality of reports.

II. DD/S Area

1. A survey was made of the total reporting workload in the DD/S area, preparatory to establishing a program for the continuing control and improvement of reports. Attachment I summarizes this workload. Recommendations were developed on 45 of the 226 reporting requirements examined. These recommendations were submitted for action by the appropriate Office and Staff Reports Management Officers.

2. The following actions were taken which will reduce reporting workloads in the DD/S area by an estimated 4,020 man hours annually.

a. Discontinued the Quarterly Vehicular Status Report submitted by the Office of Logistics to each Area Division. 224 man hours.

b. Discontinued the monthly report, Volume and Cost of Agency Telephone Traffic, required by the DD/S from the Office of Logistics. 522 man hours.

c. Discontinued the report, Overtime and Holiday Work Performed, prepared by the Commercial Staff. 14 man hours.

d. Reduced the frequency from quarterly to semi-annually for the Office of Logistics Report of Accomplishments and Objectives. 360 man hours.

SECRET

e. Reduced the frequency from weekly to monthly for activity reports submitted to the Director of Logistics. 1,200 man hours.

f. Clarified the requirements for reports on field trips, Office of Logistics. Man hour savings are inestimable.

g. Reduced the frequency from weekly to bi-weekly for activity reports submitted to the Director of Personnel. Also, considerably improved and reduced the content of these reports. 1,664 man hours.

h. Discontinued the monthly report, Status of Contracts Resulting from Office of Communications Requisitions, required by the Office of Communications from the Office of Logistics. 36 man hours.

3. The following improvements developed from the survey are in the process of being adopted:

a. Elimination of duplicate reporting of on-the-job accidents to the CIA Safety Officer by the Medical Staff and the Office of Personnel.

b. Reporting the receipt and accountability of CIA Telephone Directories by a form rather than by costlier memorandums.

c. Submission of Security Check Officer Lists monthly rather than daily. This improvement will eliminate the handling of approximately 142,000 check lists annually by about 600 components which now submit the report daily.

d. Use of a check list to facilitate inspecting and reporting on the security features of a contractor's facilities.

4. The following actions affecting all headquarters components were also taken by DD/S personnel in collaboration with the Records Management Staff:

a. Simplified the procedures for reporting and accounting for the use of penalty indicia mail. The revised procedures are expected to reduce the annual headquarters reporting workload by 2530 man hours by eliminating the annual physical inventory report and the quarterly report of compliance with the Penalty Mail Act. Both of these reports were required from every headquarters component.

b. Changed the reporting frequency from annual to "as required" for the report, Foreign Awards and Decorations, required from all components. Annual savings of 120 man hours are expected.

SECRET

III. DD/I Area

1. All Offices in the DD/I area inventoried and appraised their requirements for administrative reports. A review of the inventory by the Records Management Staff pointed up recommendations on 20 of the 102 reports examined. These recommendations, together with a plan for continuing reports management activity in the DD/I area, were submitted to the Assistant to the DD/I (Administration).

IV. DD/P Area

1. The Chief, Organization and Methods Staff (DD/P Area), Management Staff, is currently studying the need for a DD/P reports management program. Guides developed by the Records Management Staff are being used in the study.

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Records Management Officer
for Reports